



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH

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Reference No. 2023- 126
December 15, 2023

MEMORANDUM FOR THE SECRETARY

THROUGH : **ATTY. JANE C. BACAYO**
Undersecretary- Designate for Administration and
Chairperson, Review Committee on the Selection, Hiring and
Adoption of Compensation System for Contract of Service Personnel

Atty. ALVIN JOHN F. BALAGBAG
Head Executive Assistant and Chief-of-Staff

JESSAMIN B. ARANAS
OIC-Chief, Personnel Division

SUBJECT : **REQUEST FOR ADDITIONAL CONTRACT OF SERVICE (COS)
POSITIONS**

This is to formally request from the Office of the Secretary, the granting of approval for additional COS positions, specifically, **two (2) Project Development Officer II (PDO II) and two (2) Project Evaluation Officer II** items with Salary Grade 15. These personnel shall be assigned to the Program Development Division and Program Monitoring, Evaluation and Linkaging Division to handle the Livestock and Organic Agriculture program.

The above mentioned positions are badly needed to address urgent and increasing workload demands of the day-to-day operations of the respective operating units. Furthermore, the total budget required for the requested positions does not exceed the 30% allowed to be allotted from the bureau's Maintenance and Other Operating Expenses (MOOE).

Attached herewith are pertinent documents in support of our request for the Secretary's consideration.

Thank you.

Respectfully,


JUNEL B. SORIANO, PhD
Director

- APPROVED
 DISAPPROVED

FRANCISCO P. TIU LAUREL, JR.
Secretary